



Phytoplankton Monitoring Network

Promoting a better understanding of Harmful Algal Blooms by way of Volunteer Monitoring

Online Data Entry Tool User Guide

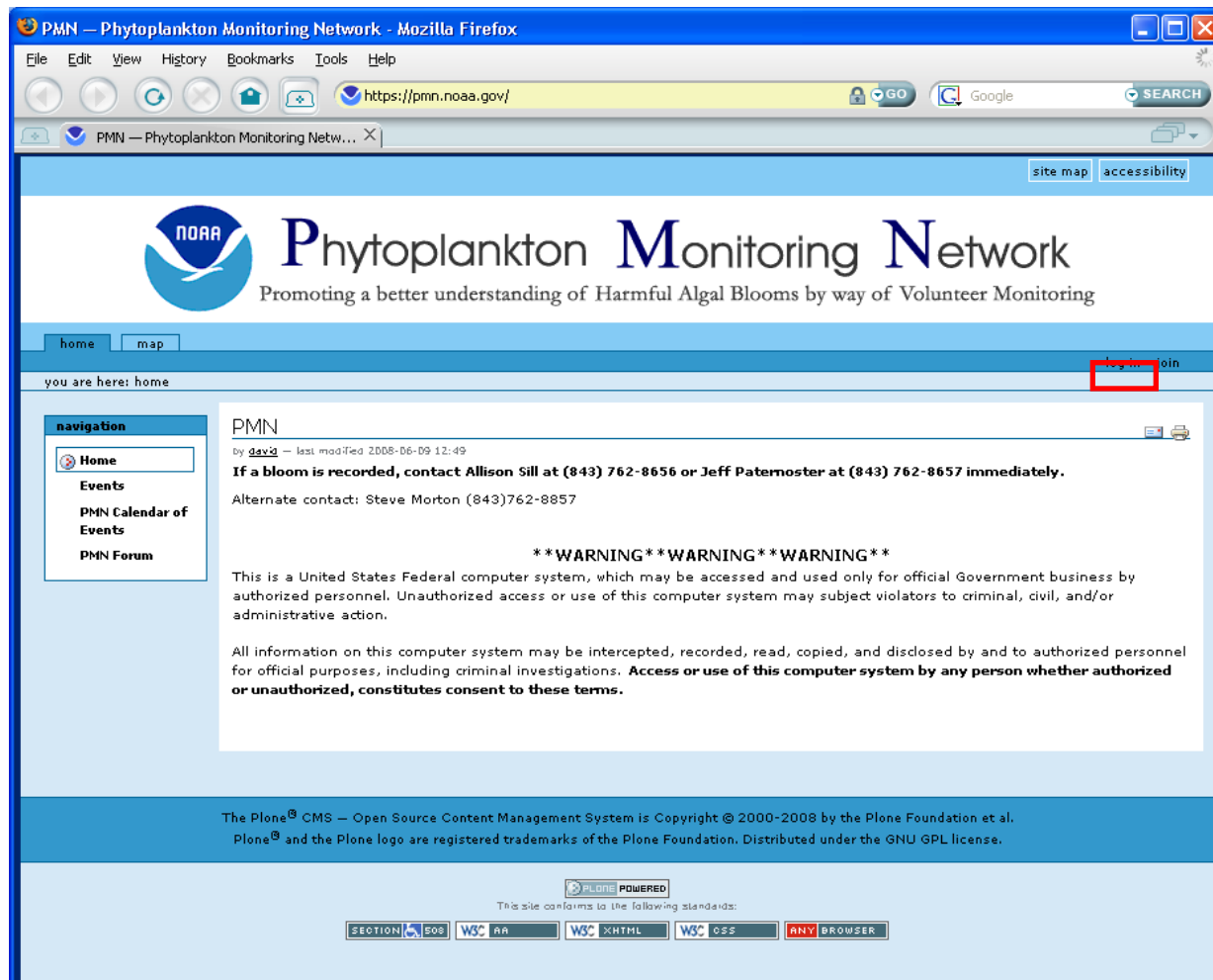
June 2008

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Volunteer Member Instructions

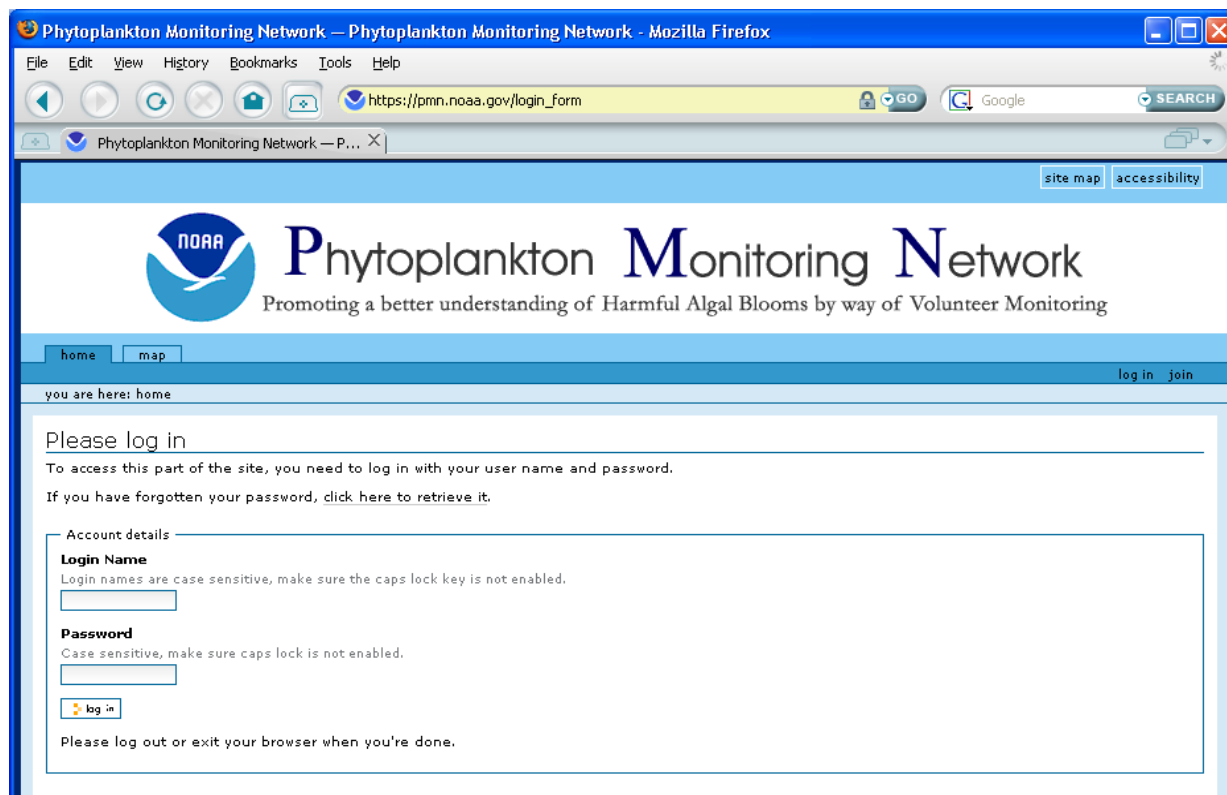
The following steps illustrate the process for setting your preferences and entering phytoplankton collection data.



Log In To The Website

Volunteers will be given a user name and a default password that will allow him/her to enter the website and add collections.

1. Please enter the user name in the Login Name box.
2. Then, enter the password in the Password box. First time users use the PMN assigned password. You will need to change your password once you log-in the first time. Password requirements can be found on page 4.
3. Select the **Log In** button to continue.



A valid password **must** adhere to NOAA criteria for valid passwords. The criteria are as follows:

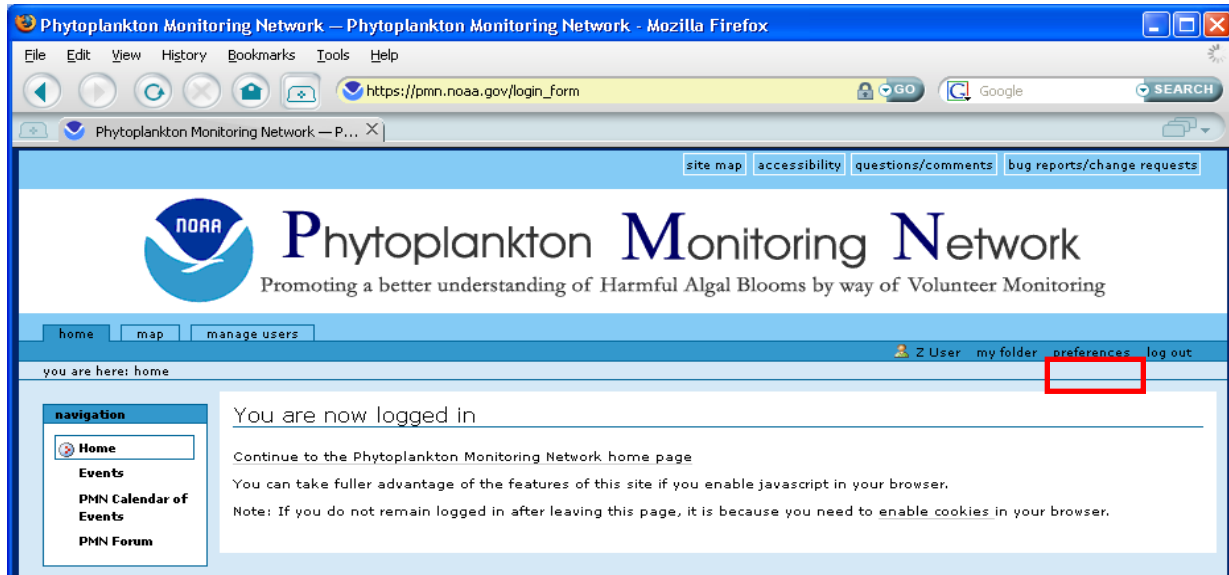
1. Passwords must have at least eight (8) non-blank characters
2. It must contain characters from at least three of the following four categories:
 - * English upper case characters (A...Z)
 - * English lower case characters (a...z)
 - * Base 10 digits (0...9)
 - * Non-alphanumeric (For example, !,\$#%)
3. Six of the characters must not occur more than once in the password (e.g., 'AAAAAA1' is not acceptable, but 'A%mp2g3' and 'A%ArmA2g3' are acceptable)
4. Passwords must not include any of following: vendor/manufacture default passwords: names (e.g., system user names, part or all of your account name, family names), words found in dictionaries (i.e., words from any dictionary, spelled forward or backward), addresses or birthdays, or common character sequences (e.g., 3456, ghijk, 2468)

If you forget your password, contact Jeff or Allison to have your password set to a default password. PMN does not store and cannot retrieve a user's password. If you have your password restored to the default password, you will need to change your password once you log-in.

Set Your Personal Preferences

When you log in for the first time, you must set your “personal preferences” and “change your password.” You will find both of these options under “Preferences” on the right side of the Home tab menu.

1. Select **preferences** on the **home** tab menu.
2. Select **Personal Preferences**.
3. Begin adding your personal settings.
4. Select **Save** when you are finished entering information.

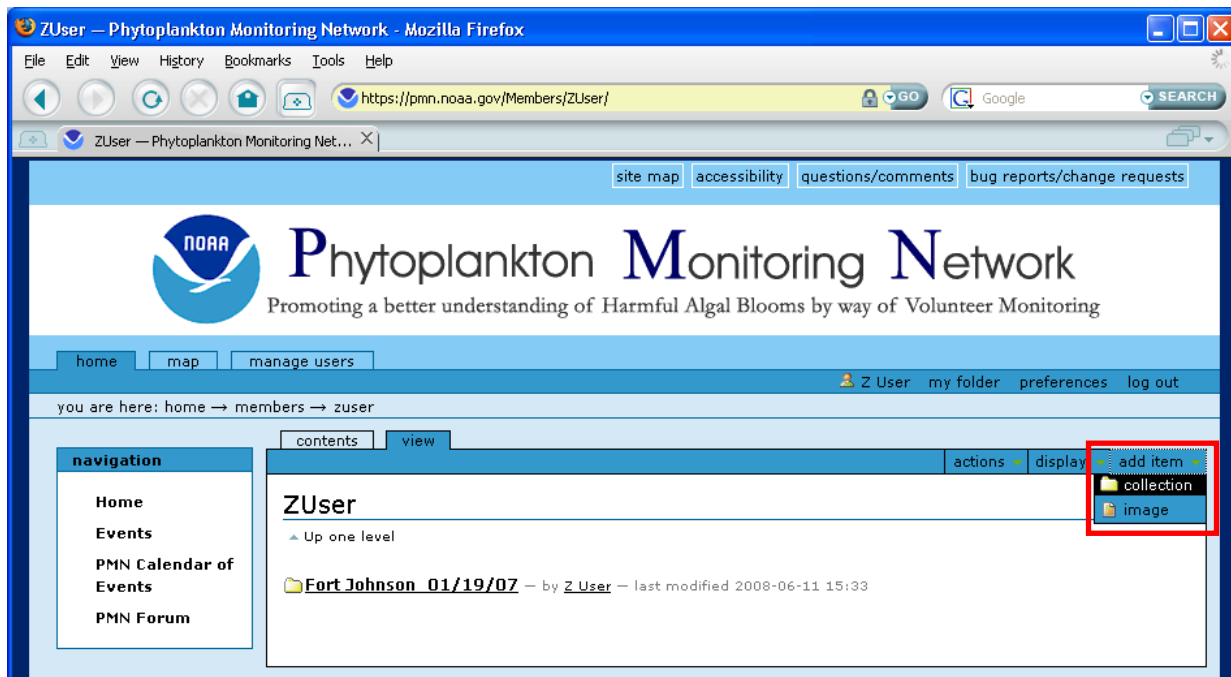


Adding A Collection Record

1. Select the **My Folder** option to open the user folder where the records/collections will be created.



2. Select **Add Item** on the blue bar then **Collection**.



Note: This user has already submitted a Collection titled FtJohnsonRd_19January2007 . The collections you have submitted in the past will be viewable here.

The collection screen displays three tabs:

- (1) **contents** – displays a view that lists the genus types that are associated with the record
- (2) **view** – displays a read only view of the collection record
- (3) **edit** – allows the user to edit or add information to the record or create a new record

NOTE: Required fields marked with a red square.

1. In the Title box enter **YourSamplingSiteName_mm/dd/yy** for your collection (Example: Fort Johnson_01/25/07). Use the Sampling Site pull down box to find your site's name.
2. Fill in the rest of the information in the spaces provided. **NOTE: Time is in 24 hour military time.**
3. For each species identified in your sample, select **add new row**, select the **species name**, **abundance** and enter the **count**. **Note: add all species before continuing**
4. Select **Save** at the bottom of the page. There will be a notification your changes have been saved.

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home map manage users

you are here: home → members → zuser → [...]

actions state: created

Collection has been created.

[Collection]

Title (ex. Charleston Harbor_06/08/08) ■
Fort Johnson_06/10/08

Sampling Site ■ (Required)
SC - Fort Johnson

Date/Time Collected ■
2008 / June / 10 10 : 00

Water Temperature (C) ■ (Required)
28

Air Temperature (C) ■ (Required)
29

Salinity (ppt) ■
24

pH

Dissolved Oxygen (ppm)

Weather
Sunny

Wind Direction
South

Wind Speed (mph)
0-5

Barometric Pressure (mmHg)

Tide
Incoming

Secchi Disk (cm)

Comments

Other Phytoplankton (Common, Abundant, or Bloom)

Species Count

Species name	Abundance	Count			
Ceratium fusus morphotype	Present	1	+	-	!
Dinophysis spp.	Present	2	+	-	!
Protoperidinium spp.	Present	3	+	-	!
Amphiprora spp.	Present	1	+	-	!
Asterionella morphotype	Present	1	+	-	!
Bacillaria spp.	Present	1	+	-	!
Chaetoceros spp.	Present	19	+	-	!
Corethron spp.	Present	3	+	-	!
Coscinodiscus morphotype	Present	15	+	-	!
Dactyliosolen spp.	Present	3	+	-	!
Fragilaria spp.	Present	1	+	-	!
Guinardia spp.	Present	5	+	-	!
Leptocylindrus spp.	Present	6	+	-	!
Navicula morphotype	Present	3	+	-	!
Nitzschia spp.	Present	2	+	-	!
Odontella spp.	Present	3	+	-	!
Pseudo-nitzschia spp.	Present	3	+	-	!
Rhizosolenia spp.	Present	11	+	-	!
Skeletonema spp.	Present	7	+	-	!
Stephanopyxis spp.	Present	1	+	-	!
Thalassionema spp.	Present	4	+	-	!
Thalassiosira spp.	Present	1	+	-	!

save exit

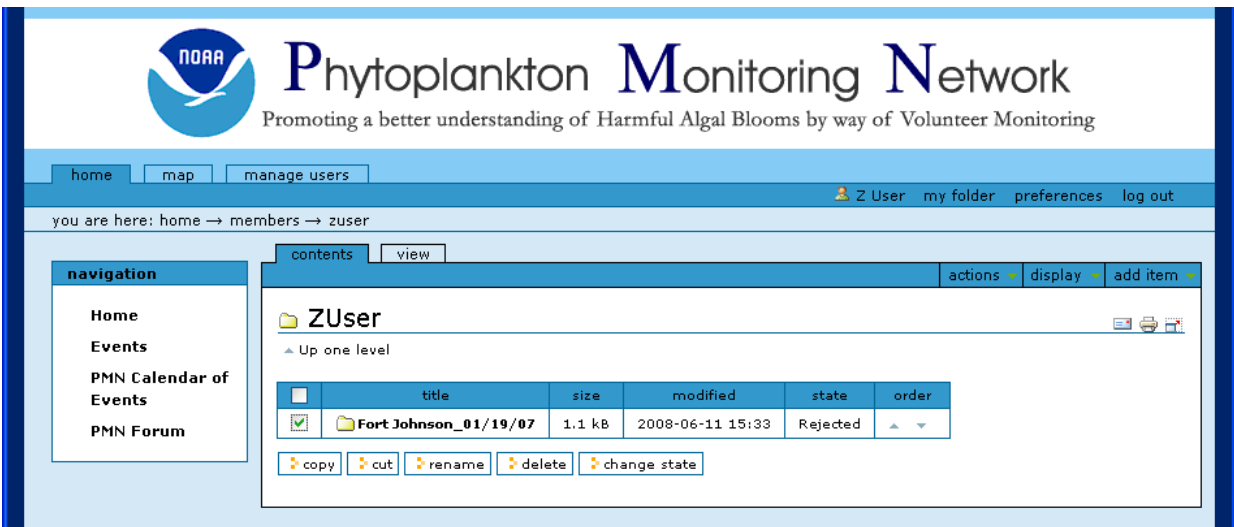
Sample record submission

Change the State (Submit Records)

When your Collection record is complete and correct, you can submit the record for approval. This is called “Changing the State”. Changing the state automatically sends the new record to be reviewed by PMN and, if approved, published to the database. There are two ways to submit a Collection record: (1) from the Contents tab and (2) from the record. The steps for submitting from each location are listed here:

(1) Submitting from the Contents View:

After creating the record, click the **Contents** tab. You will see the new record in the list. Select the record from the list.



Select the **change state** option at the bottom.

Scroll to the bottom of the screen and select **Submit**. *NOTE: This way allows you to submit multiple records at a time.*

When the record has been submitted, you will see **your collection has been submitted for review**.

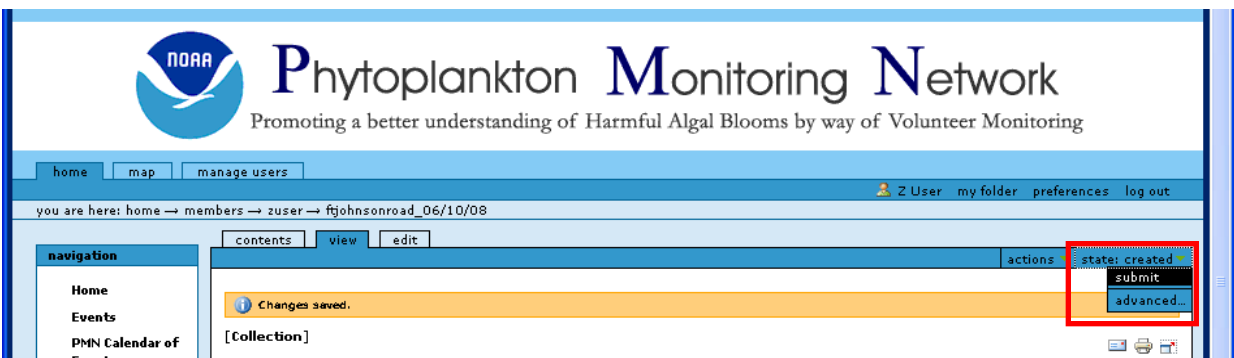
(2) Submitting from the Record:

Open the record.

Select the **View** or **Edit** tab.

On the right hand side of the blue bar there is a **state** drop down menu. Select **Submit** from the list.

When the record has been submitted, you will see **your collection has been submitted for review**.



Helpful Hints

- It is helpful to clear your browser cache before beginning data entry in order to avoid browser errors. Each browser is a little different so the ways to clear cache can vary. Here are some ways to clear cache on common browsers. If your browser and/or platform is not listed here, please use the Help function in your browser to find out how to clear your temporary internet files.
 - Microsoft Internet Explorer 6.0 on a PC
 - Tools → Internet Options → General tab → Temporary Internet files → Delete files...
 - Mozilla Firefox 2.0 on a PC
 - Tools → Clear Private Data... → select Cache → Clear Private Data Now
- The **Time Collected** should be in military time. Example: 1pm = 1300 hours, 2pm = 1400 hours, 3pm = 1500 hours, and so on until midnight = 2400 hours.
- If you have **Other Phytoplankton** in Common, Abundant, or Bloom, please use the format 'species name' 'count' to enter your data, for example: Lioloma 2380.
- Entering multiple rows of Species Count data
 - On your paper data sheet, count the number of different species you identified in your sample and add those many **Species Count** rows before entering your species. This will allow you to tab from one field to the next, minimizing the use of the mouse while entering your species data. There are two ways to add multiple rows.
 - Select **add new row** for the number of rows you need
 - Select **add new row** to display one **Species Count** row then select the + sign for the remaining rows you need
- The plus, minus, up arrow and down arrow to the right of each **Species Count** row are not tab enabled fields.
- The + adds an extra **Species Count** row above the row where you selected the +. The **add new row** button adds an extra **Species Count** row below the last **Species Count** row.
- The – deletes the **Species Count** row where you selected the –.
- The up and down arrows to the right of each **Species Count** row allow for rearranging of rows.
Example: If you would like your list of species in alphabetical order and did not enter them that way, you could use the up and down arrows to place your list of species in alphabetical order.
- There are three ways to enter **Species name**.
 - While the **Species name** field is active, type the first several letters of the species name.
Example: If you saw *Stephanopyxis* spp., while the **Species name** box is selected, type 's' then 't' on your keyboard. For *Ditylum* spp. type 'd' 'i' 't.'
 - While the **Species name** field is active, use the up and down arrows on your keyboard to scroll through the entire list of species.
 - Use the mouse. Select the drop down box in the **Species name** field and then select or scroll and select the species name.

- There are three ways to enter the **Abundance**.
 - While the **Abundance** field is active, type the first letter of the abundance.
 - ‘p’ for Present
 - ‘c’ for Common
 - ‘a’ for Abundant
 - ‘b’ for Bloom (**Remember to call PMN if you have or suspect you have a bloom.**)
 - While the **Abundance** field is active, use the up and down arrows on your keyboard to scroll through the entire list of possible abundance values.
 - Use the mouse to select the drop down box in the **Abundance** field and then select or scroll and select the appropriate abundance value.